

# **PUBLIC BID PROCEDURE FOR SALE OF LAND/IMPROVEMENTS AND DEMOLITION OF IMPROVEMENTS**

## **1. Set Bid Letting Date**

Things to be considered in setting the letting date are:

- a. Bid letting date will be the third (3rd) Thursday of each month, unless special circumstances warrant more immediate letting.
- b. Advertising requirements for the 3 types of bids:
  - i. Sale of building(s) – must be advertised 1 time no later than 15 days before bid letting date
  - ii. Sale of land – must be advertised 2 times – second time advertised must be no later than 15 days before bid letting date
  - iii. Demolition of building(s) – generally not advertised if bids expected to be less than \$50,000.00. If any bids exceed \$50,000.00, all bids are to be rejected, a new bid letting date set, and the letting advertised 1 time 15 days before bid letting date. (Note: Take this into consideration in determining how many items to include in one proposal.)
- c. In unusual circumstances, shortcut procedures can be used for sale or demolition of buildings. (See Section 10 below.)
- d. After setting the bid letting date, proceed to steps 2. and 3. simultaneously.

## **2. Bid Booklet**

- a. Prepare bid booklet (proposal) according to the type of bid, identifying each proposal as follows:
  - i. Sale of building(s) – Form L520B – identification will be project number, Part No. 2, and date of letting
  - ii. Sale of land – Form L520L – identification will be project number (if applicable), Part No. 3, and date of letting
  - iii. Demolition of building(s) – Form L520D – identification will be project number, Part No. 4, and Contract No. (Contract No. will be assigned by Agent handling project. The first Booklet on a project will be Contract No. 1, etc.)
- b. Assemble bid booklet to include the following
  - i. Maps if sale of land
  - ii. Pictures and sample sheets if sale or demolition of buildings
- c. E-mail a copy of the bid booklet to the Real Estate Computer Support Technician for publication on the Real Estate Website.

- d. If it is a re-advertisement, proposal must say “Re-advertisement”.
- e. Distribution of the Bid Booklets will be as follows:
  - i. Make 25 copies of the bid booklet.
  - ii. Send 21 copies to Central File Room.
  - iii. Send 1 copy to Property Management Officer with Agent's name handwritten on it
  - iv. Send 1 copy to Administrative Unit's Secretary 2 with Agents name handwritten on it
  - v. Keep 1 copy in file
  - vi. Transmit Notice of Letting (2nd page of Proposal) to Business Services (Attention: Business Services Administrator, Section 26, Room 101), and request that the notice be sent to the persons on the statewide mailing list
  - vii. Send copy of proposal to Real Estate District Manager, requesting that signs be placed on the land/improvement being advertised

NOTE: Requests for booklets are to be referred to the Administrative Unit's Secretary 2 by speed memo or telephone. The requests will be forwarded to the Central File Room. Bid Booklets can only be sent out by Real Estate Section Headquarters Administrative Unit, Central File Room. Do not send any booklets to anyone other than through this method in order to insure that outdated proposals are not distributed.

NOTE: When a person requests to be placed on the statewide mailing list, send [Form 517](#) to the Business Services Administrator, specifying which type(s) of notices the person is requesting.

### **3. Advertisement**

Must be advertised in the official journal for the Parish where the property to be advertised is located. May advertise in more than one publication for greater exposure (such as in large metropolitan areas). Refer to Directory of Louisiana Newspapers located in the Property Management Officer's office to determine the “official journal”.

- a. Submit to newspaper using [Form 502](#) and include Notice (2nd page of proposal).
- b. Send to Newspaper 1 ½ weeks before date of advertisement. (NOTE: On daily publications, use Mondays to advertise.)
- c. If it's a readvertisement, advertisement must say “readvertisement”.
- d. Process bill for advertising, using voucher form [507A](#)

### **4. Withdrawals/Addendums**

- a. If it is decided not to take bids after the initial mailing of bid booklets, do a letter, [Form 510](#), then send letter to Central File Room. Central File Room will be responsible for sending this letter to all persons who received a bid booklet.
- b. If any changes need to be made to a proposal after the initial mailing, prepare the revised pages of the proposal and a [Form 511](#). Send the Addendum (revised pages of the proposal), and the Form 511 to Central File Room. Central File Room will be responsible for sending this Addendum to all persons who received a bid booklet.

## **5. Pre-Letting Date Activities**

- a. Prepare [Bid Tabulation Sheets](#) – Two sets (2 pages each) for each project and send to Property Management.
- b. Administrative Unit's Secretary 2 will prepare the following lists:
  - i. List of all bids to be received (proposals), in project number order
  - ii. List of all withdrawals
  - iii. List of all addendums with any changed pages attached
- c. Collect Bids – all bids received will be held by the Property Management Unit in the locked security case in the Real Estate Office.

## **6. Letting Day Activities**

Bids will be opened and read in the auditorium located at DOTD Headquarters Building by the Property Management Officer or designee and 2 Real Estate Agents. One person will be the announcer and 2 persons will be the recorders.

- a. Check with Appraisal Division Secretary and Central File Room for any bids received prior to going to auditorium.
- b. On day of letting, the Property Management Officer or designee will
  - i. Post the list prepared in [Section 5.b.](#) above outside the auditorium, and
  - ii. Place "Submit Bids Here" sign on front of table 1 hour before letting, and remove at time of letting.
- c. Bids that have been mailed will be removed from their outer envelope and stacked by type of bid in project number order. Bids will be stacked and opened in the following order: Sale of Buildings (Part 2), then Sale of Land (Part 3), then Demolition of Buildings (Part 4), each stack in project number order.
- d. At ten minutes and one minute before the designated letting time the announcer will announce time remaining to receive bids.

- e. At designated time of letting, announcer will announce “No more bids will be received” and before opening bids, announce any withdrawals.

## 7. Opening Bids

- a. Announcer will be seated in the middle with one recorder on the right and one recorder on the left.
- b. Announcer reads identification for first proposal and announces how many bidders.
- c. Recorder on left opens all bids for first proposal (opener passes empty envelopes to the right to check for loose material prior to discarding)
- d. Announcer reads name of bidder, amount of bid, amount of performance or proposal guarantee (and unofficial total if demolition).
- e. Announcer verifies that performance or proposal guarantee agrees with proposal
  - i. On sale or demolition of buildings, the Performance Guarantee can be in the form of:
    - 1) Money Order
    - 2) Certified Check
    - 3) Cashier's Check
    - 4) Insurance Bond - Announcer must check for:
      - a) Guaranteed by a surety company authorized to do business in Louisiana.
      - b) The Power of Attorney has official seal (raised).
      - c) The Power of Attorney says it can be a facsimile.
      - d) The Attorney-in-Fact (who signed the Performance Bond) is also authorized on Power of Attorney.
  - ii. On sale of land, the proposal guarantee can be in the form of:
    - 1) Money Order
    - 2) Certified Check
    - 3) Cashier's Check
- f. Announcer announces "No Bidders" on projects that didn't receive bids.
- g. Two (2) recorders, seated to the right and left of the announcer, write the applicable information on separate Bid Tabulation Sheets as it is read by announcer.
- h. After all bids are read on a project, recorders number bidder columns in successful bidder sequence. Announcer passes successful bids (highest bid for sale of land and buildings and lowest total bid for demolition of buildings) to recorder on right and unsuccessful bids to recorder on left. Each bid is placed inside the respective folded Bid Tabulation Sheets.
- i. Continue until all bids are read and opened.

NOTE: Checks can be returned to unsuccessful bidders after letting by making a copy of performance or proposal guarantee check and noting

thereon, "Received by (name and date)". The bidder signs the copy and check can be returned. This eliminates the need to notify these unsuccessful bidders in writing as directed in Section 8 below.

## **8. Award Bids**

### **a. Sale of Buildings**

- i. Complete contract for successful bid by having signed by Real Estate Administrator, witnessed and dates filled in
- ii. Call successful bidder (on day of letting) and advise that they can go to work
- iii. Call District Manager and advise of successful bidder
- iv. Prepare [Form 522](#) notifying successful bidder in writing
- v. Prepare [Form 523](#) notifying unsuccessful bidder(s) in writing (if check was returned at letting then letter to unsuccessful bidder is not necessary).
- vi. Transmit consideration and Performance Guarantee (if not in form of Insurance Bond) to Financial Services Section using [Form 597](#).

### **b. Sale of Land**

- i. Prepare [Form 545](#) making recommendation to Real Estate Administrator
- ii. After approval is received from Real Estate Administrator, notify successful bidder using [Form 553](#) requesting balance due
- iii. Prepare [Form 523](#) notifying unsuccessful bidder(s) in writing (if check was returned at letting then letter to unsuccessful bidder is not necessary).
- iv. Transmit Proposal Guarantee to Financial Services Section using [Form 597](#).

### **c. Demolition of buildings,**

- i. Complete contract for successful bid by having signed by Real Estate Administrator, witnessed and dates filled in
- ii. Call successful bidder (on day of letting) and advise that they can go to work
- iii. Call District Manager and advise of successful bidder
- iv. Prepare [Form 522](#) notifying successful bidder in writing (Work Order Letter)
- v. Prepare [Form 523](#) notifying unsuccessful bidder(s) in writing (if check was returned at letting then letter to unsuccessful bidder is not necessary).
- vi. Transmit Performance Guarantee to Financial Services Section (if not in form of Insurance Bond) using [Form 597](#).

## 9. Post Bid Activities

### a. Sale of Buildings

- i. The Real Estate District Manager advises when all work is satisfactorily completed.
- ii. If Performance Guaranty was in the form of a check or money order, prepare and process a Form [506A1](#) and a voucher Form [506B](#) to Financial Services Section to release the guarantee. When check received, note check number, check date and date mailed on the file copy of the voucher, and mail check to purchaser.
- iii. If Performance Guaranty was in the form of an insurance bond, prepare a Form [506A2](#) to the insurance agency to return the bond.

### b. Sale of Land

- i. When balance of purchase price is received, prepare Act of Sale – [Form 525](#) and process in accordance with Section 8.2, Paragraph 3.b.& 3.c.)
- ii. Transmit money to Financial Services Section using [Form 597](#)

### c. Demolition

- i. The Real Estate District Manager advises when all work is satisfactorily completed.
- ii. Order check to pay contractor for the work performed ([506](#)). When check is received, send to contractor – [Form 507](#).
- iii. If Performance Guaranty was in the form of a check or money order, prepare and process a Form [506A1](#) and a voucher Form [506B](#) to accounting to release the guarantee. When check received, note check number, check date and date mailed on the file copy of the voucher, and mail check to contractor.
- iv. If Performance Guaranty was in the form of an insurance bond, prepare a Form [506A2](#) to the insurance agency to return the bond.

## 10. Shortcut Procedures

In unusual circumstances, bids can be received by Real Estate for the sale or demolition of buildings on a project without advertisement and without waiting for the official bid opening on the 3rd Thursday of the month.

- a. Prepare usual bid booklet (see Section 2 above).
- b. Mail copy of booklet to 5 to 10 people, (from the list of usual bidders kept by the Administrative Unit's Secretary and the Central File Room), or at the very least 3 people.

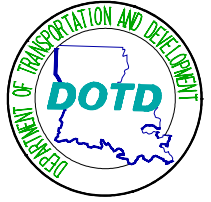
- c. Change 2nd (Notice Page) to read “bids received at 8545 United Plaza Boulevard, Suite 379, until 10 AM, on \_\_\_\_\_” (the day you want to open bids, which must be a minimum of 10 days after bidders receive booklets).
- d. In body of the bid booklet, give 30 days to remove improvements instead of 90.





M.J."MIKE" FOSTER  
GOVERNOR

**STATE OF LOUISIANA**  
**Department of Transportation & Development**  
P.O. Box 94245  
Baton Rouge, Louisiana 70804-9245



KAM K. MOVASSAGHI, Ph.D, P.E.  
SECRETARY

November 30, 2000

\*  
\*

SUBJECT: \*

Dear \*:

Enclosed find copy of an advertisement to be published in your paper in the following issue(s):

\_\_\_\_\_  
\_\_\_\_\_

It is requested that you submit your invoice to this Department, Attention: \*, Section 23, in accordance with the instructions contained in the attached "NOTICE," and also, please attach an original, and two copies, of the clipping of the advertisement to your invoice.

Billing rates should be in accordance with R.S. 43:205. A copy of the rate schedule is attached for your information.

Sincerely,

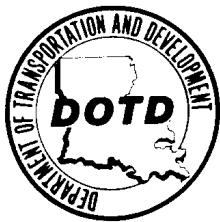
\*

PROPERTY MANAGEMENT AGENT

\*/\*

Attachments

cc: Mrs. Pam Leon  
\* (District Manager)  
Mrs. Jeanie Broders



DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
INTRADEPARTMENTAL CORRESPONDENCE

REFERRED TO

\_\_\_\_ REFERRED FOR ACTION  
\_\_\_\_ ANSWER FOR MY SIGNATURE  
\_\_\_\_ FOR FILE  
\_\_\_\_ FOR YOUR INFORMATION  
\_\_\_\_ FOR SIGNATURE  
\_\_\_\_ RETURN TO ME  
\_\_\_\_ PLEASE SEE ME  
\_\_\_\_ PLEASE TELEPHONE ME  
\_\_\_\_ FOR APPROVAL  
\_\_\_\_ PLEASE ADVISE ME

BY \_\_\_\_\_ DATE \_\_\_\_\_  
BY \_\_\_\_\_ DATE \_\_\_\_\_  
BY \_\_\_\_\_ DATE \_\_\_\_\_

MEMORANDUM

TO: MR. SALVADOR F. FALDETTA  
DOTD FINANCIAL SERVICES ADMINISTRATOR

ATTN:

FROM: \*  
PROPERTY MANAGEMENT AGENT

DATE: November 30, 2000

SUBJECT: Performance Guaranty Release  
(Part \*)(\*)  
\*  
\*  
Parcel (Item) No\*

Please be advised that \* \* satisfied the terms of the captioned \*.

The Performance Guaranty was in the form of a \* issued by \*.

Please return the \$\* Performance Guaranty, as per attached Standard State Invoice.

\*/\*

Attachment

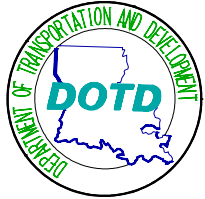
cc: \*  
Mrs. Jeanie Broders

_____ RECOMMENDED FOR APPROVAL	_____ DATE
_____ RECOMMENDED FOR APPROVAL	_____ DATE
_____ RECOMMENDED FOR APPROVAL	_____ DATE
_____ APPROVED	_____ DATE



M.J."MIKE" FOSTER  
GOVERNOR

**STATE OF LOUISIANA**  
**Department of Transportation & Development**  
P.O. Box 94245  
Baton Rouge, Louisiana 70804-9245



KAM K. MOVASSAGHI, Ph.D, P.E.  
SECRETARY

September 14, 2000

\*

\*(Insurance Company)

SUBJECT: Performance Guaranty Release  
(Part \_\_\_\_\_)(\_\_\_\_\_) Contract No. if Demolition, Letting Date if Sale)  
\_\_\_\_\_ (Demolition or Sale of Building, Equip., etc.)  
\_\_\_\_\_ (Letting date if Demolition)  
Parcel (Item) No(s). \_\_\_\_\_

Dear \*:

Please be advised that \* (Name & address of Contractor or Purchaser) (has/have) satisfied the terms of the captioned \* (Demolition Contract or Act of Sale).

Returned herewith is \* (Name, date, number, etc.) Performance Bond in the amount of \$ \*.

Sincerely,

\*

PROPERTY MANAGEMENT AGENT

\*/\*

Attachment

cc:

DATE	VENDOR NO.	VOUCHER NO.	INVOICE NO.	DOCUMENT NO.
				546837

NOTICE TO VENDOR: Invoices must be rendered, as per instructions, direct to the FINANCIAL SERVICES SECTION, DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, BATON ROUGE, LA. 70804

NAME AND ADDRESS OF VENDOR

DOTD 03-15-0504

(Rev. 8/91)

STANDARD STATE INVOICE

506B

DELIVER TO DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

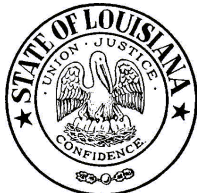
REFERENCE OR DOCUMENT NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
	<p>Payment to refund Performance Guaranty issued by <u>2</u></p> <p>dated <u>4</u> No. <u>3</u></p> <p>STATE PROJECT NO. <u>6</u></p> <p>F.A.P. NO. _____</p> <p>(Part <u>7</u>) (Contract <u>8</u>)</p> <p>9(Sale/Demolition of Buildings</p> <p>Letting Date <u>10</u></p> <p>Parcel No(s). <u>11</u></p>		\$ <u>5</u>	\$ <u>5</u>
TOTAL				\$

FUND	APPN	DIST OR SECT.	PARISH NO.	IDENT CODE	SYS CODE	AUTH. CODE	CONTROL UNIT OR EQUIPMENT NO.	PROJECT NO.	FUNCTION (ACCOUNT)	OBJECT	DEBIT	CREDIT
01	01	35				997			3155		\$	

Date \_\_\_\_\_

Approved By \_\_\_\_\_

Title R/E PROPERTY MANAGEMENT OFFIC



M. J. "MIKE" FOSTER, JR.  
GOVERNOR

STATE OF LOUISIANA  
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
P.O. Box 94245  
Baton Rouge, Louisiana 70804-9245



FRANK M. DENTON  
SECRETARY

November 30, 2000

(225) 237-12\*

FAX NO. (225) 237-1390

\*

\*

SUBJECT: Demolition of Building  
Parcel No. \*

Dear \*:

Attached please find \*, dated \*, payable to \* in the amount of \$\* for \*.

Please acknowledge receipt of check by signing the enclosed check receipt form. Return the white signed copy to our office and retain the pink for your file.

If further information is required please contact \* who is handling this matter.

Sincerely,

\*

PROPERTY MANAGEMENT AGENT

\*/\*

Attachments

cc: Mrs. Carol B. Hissong



☐ REFERRED FOR ACTION  
☐ ANSWER FOR MY SIGNATURE  
☐ FOR FILE  
☐ FOR YOUR INFORMATION  
☐ FOR SIGNATURE  
☐ RETURN TO ME  
☐ PLEASE SEE ME  
☐ PLEASE TELEPHONE ME  
☐ FOR APPROVAL  
☐ PLEASE ADVISE ME

BY \_\_\_\_\_ DATE \_\_\_\_\_  
BY \_\_\_\_\_ DATE \_\_\_\_\_  
BY \_\_\_\_\_ DATE \_\_\_\_\_

(225) 237-12\* FAX NO. (225) 237-1390

Please process the request by \* to be placed on your statewide mailing list to receive notice of \*.

cc: \*

RECOMMENDED FOR APPROVAL	DATE
RECOMMENDED FOR APPROVAL	DATE
RECOMMENDED FOR APPROVAL	DATE
APPROVED	DATE



M.J."MIKE" FOSTER  
GOVERNOR

STATE OF LOUISIANA  
Department of Transportation & Development  
P.O. Box 94245  
Baton Rouge, Louisiana 70804-9245



FRANK M. DENTON  
SECRETARY

November 30, 2000

(225) 237-12\*

FAX NO. (225) 237-1390

\*

\*

Dear \*:

This is to advise you that the Department of Transportation and Development has accepted your bid of \$ \_\_\_\_\_ for Item(s) \_\_\_\_\_ bid on at the \_\_\_\_\_ letting. You are hereby authorized to commence the \_\_\_\_\_ (demolition or removal) of the above Item(s) on \_\_\_\_\_.

Enclosed is your fully executed copy of the contract dated \_\_\_\_\_ for the above captioned project.

\_\_\_\_\_ (Demolition or Removal) \_\_\_\_\_ shall begin on the date stipulated with 60 calendar days to complete the \_\_\_\_\_ (demolition or removal) and cleaning of the area. In the event of failure to complete this work within the time limit specified, the performance guaranty or bond will be subject to forfeiture to the Department.

If you have any questions concerning this matter, please contact \_\_\_\_\_, Real Estate District Manager, Department of Transportation and Development, \_\_\_\_\_, \_\_\_\_\_, Telephone \_\_\_\_\_.

Yours very truly,

\*

PROPERTY MANAGEMENT AGENT

\*/\*

Attachments

cc: Mrs. Jeanie Broders



M.J."MIKE" FOSTER  
GOVERNOR

**STATE OF LOUISIANA**  
**Department of Transportation & Development**  
P.O. Box 94245  
Baton Rouge, Louisiana 70804-9245



FRANK M. DENTON  
SECRETARY

November 30, 2000

(225) 237-12\*

FAX NO. (225) 237-1390

\*

\*

Dear \*:

This is to advise you that the Department of Transportation and Development has rejected your bid of \$\_\_\_\_\_ for Item(s) \_\_\_\_\_ bid on at the \_\_\_\_\_ letting.

We are returning \_\_\_\_\_ from \_\_\_\_\_ in the amount of \$\_\_\_\_\_ submitted as your proposal guaranty.

If you have any questions concerning the rejection of your bid, please contact the undersigned, Real Estate Section, Department of Transportation and Development, P.O.Box 94245, Baton Rouge, LA 70804-9245, Telephone Number 1-800-256-3896.

Yours very truly,

\*

PROPERTY MANAGEMENT AGENT

\*/\*

Attachments

cc: Mrs. Jeanie Broders



\*

UNITED STATES OF AMERICA

STATE OF LOUISIANA

PARISH OF \*

KNOW ALL MEN BY THESE PRESENTS, That I, JAMES M. DOUSAY, REAL ESTATE ADMINISTRATOR, herein representing the Department of Transportation and Development, of the State of Louisiana, authorized by Policy and Procedure Memorandum Number 44, dated August 24, 1977, as amended, issued by the Secretary of the Louisiana Department of Transportation and Development, hereinafter referred to as Vendor, do by these presents grant, bargain, sell, convey, transfer, assign, set over, abandon, and deliver without any warranty whatsoever, even for the return of the purchase price, but with full substitution and subrogation in and to all the rights and actions of warranty which said Vendor has or may have against all preceding owners and vendors, unto \*, hereinafter referred to as Purchaser, here present, accepting and purchasing for himself, his heirs and assigns, and acknowledging due delivery and possession thereof, all and singular, the following described property, to wit:

D E S C R I P T I O N

One (1) certain tract or parcel of land, and all of the improvements situated wholly or partially thereon, and all of the rights, ways, servitudes, privileges and advantages hereunto belonging or in anywise appertaining, situated in Section \*, Township \*, Range \*, \* Parish, State of Louisiana, and being more particularly described as follows:

\*

TO HAVE AND TO HOLD the said property unto the said Purchaser, his heirs and assigns forever.

This sale is made and accepted for and in consideration of the price and sum of \* (\$\*) DOLLARS cash, which the said Purchaser has well and truly paid in ready and lawful current money of the United States of America to the Vendor, who hereby acknowledges receipt thereof, and grants full acquittance and discharge therefore.

The above described property is surplus property, is not needed by the Vendor, and is being sold in accordance with the provisions of LRS 48:221, as amended.

Pursuant to Article 9, Section 4 of the 1974 Constitution of Louisiana, no mineral rights are being conveyed.

\*Purchaser hereby acknowledges that the improvements acquired herein are in close proximity to the right of way line of the above cited highway project and hereby releases and relieves the Department of any and all liability and/or claims arising from said property.

There is expressly and particularly excluded from this conveyance by the Vendor, any and all right, title, and interest the Vendor has or may have in, to, and under any highway road, street, alley, railroad, or other right of way upon which the said conveyed property fronts and by which it is bounded.

Purchaser acknowledges by these presents that certain utility easements may exist on or across herein described property, and parties hereto agree that this sale and conveyance is made subject to any such existing utility easement.

\*The purchaser acknowledges by these presents that the property hereinabove described fronts on a Controlled Access Highway and that all direct access to and from the adjacent property will be limited to such access as may be provided by frontage roads and this provision shall be and remain binding upon the said purchaser, their heirs, successors and assigns forever.

The hereinabove described property having heretofore been owned by said Vendor, a tax exempt body, has not been subject to taxation and there are no taxes due and owing.

IN WITNESS WHEREOF, the Vendor has executed these presents, in triplicate originals, together with the undersigned competent Witnesses and Notary on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

WITNESSES  
  
\_\_\_\_\_

DEPARTMENT OF TRANSPORTATION  
AND DEVELOPMENT OF THE STATE  
OF LOUISIANA

BY: \_\_\_\_\_  
REAL ESTATE ADMINISTRATOR

\_\_\_\_\_

ACKNOWLEDGMENT

STATE OF LOUISIANA:

PARISH OF EAST BATON ROUGE:

BEFORE ME, the undersigned authority this day personally appeared

\_\_\_\_\_, to me personally known to be the identical person whose name is  
subscribed to the foregoing instrument as an attesting witness, who being first duly sworn  
on his/her oath, says: That he/she subscribed his/her name to the foregoing instrument as  
a witness, and that he/she knows \_\_\_\_\_ who executed the  
same and saw him/her sign the same as his/her voluntary act and deed, and that he/she,  
the said \_\_\_\_\_, subscribed his/her name to the same at the same  
time as an attesting witness.

\_\_\_\_\_  
AFFIANT

SWORN TO and subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
DEPARTMENT OF TRANSPORTATION  
AND DEVELOPMENT  
STATE OF LOUISIANA

IN WITNESS WHEREOF, the Purchaser has executed these presents, in triplicate  
originals, together with the undersigned competent Witnesses and Notary on the  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

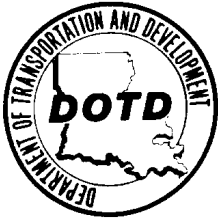
WITNESSES TO PURCHASER'S SIGNATURE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC




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**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
INTRADEPARTMENTAL CORRESPONDENCE**

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☐ REFERRED FOR ACTION  
☐ ANSWER FOR MY SIGNATURE  
☐ FOR FILE  
☐ FOR YOUR INFORMATION  
☐ FOR SIGNATURE  
☐ RETURN TO ME  
☐ PLEASE SEE ME  
☐ PLEASE TELEPHONE ME  
☐ FOR APPROVAL  
☐ PLEASE ADVISE ME

BY \_\_\_\_\_ DATE \_\_\_\_\_  
 BY \_\_\_\_\_ DATE \_\_\_\_\_  
 BY \_\_\_\_\_ DATE \_\_\_\_\_

## MEMORANDUM

(225) 237-12\*

FA X NO. (225) 237-1390

**TO:** MR. JAMES DOUSAY  
 DIRECTOR OF REAL ESTATE  
  
**FROM:** \*  
 PROPERTY MANAGEMENT AGENT  
  
**DATE:** November 18, 1998  
  
**SUBJECT:** Bids for Purchase of UR/Excess Property  
 Project No. \* Parcel No. \*  
 \* PARISH

Attached is a tabulation of the bids received from the public for purchase of the referenced property.

I have reviewed the bid(s) and recommend:

\_\_\_\_\_ Acceptance of bid in the amount of \$\* submitted by \*.

Remarks: \_\_\_\_\_

\_\_\_\_\_ Rejection of all bids.

Remarks: \_\_\_\_\_

If you concur with this recommendation, please indicate by signing below.

If you wish an alternate disposition, please indicate below:

---

\*/\*

Attachment

cc: Mrs. Carol B. Hissong  
 Mrs. Jeanie Broders

RECOMMENDED FOR APPROVAL

DATE

RECOMMENDED FOR APPROVAL

DATE

RECOMMENDED FOR APPROVAL

DATE

APPROVED

DATE



**STATE OF LOUISIANA**  
**Department of Transportation & Development**  
P.O. Box 94245  
Baton Rouge, Louisiana 70804-9245



M.J."MIKE" FOSTER  
GOVERNOR

December 12, 2000

KAM K. MOVASSAGHI,  
Ph.D, P.E.  
SECRETARY

(225) 237-1205 FAX NO. (225) 237-1390

\*

**CERTIFIED MAIL**  
**RETURN RECEIPT REQUESTED**

\*

SUBJECT: Sale of Land  
\*

Dear \*:

This is to advise you that the Department of Transportation and Development has accepted your bid of \$\* for Item(s) \* for the \* letting.

In order to complete the Act of Sale on this property, it will be necessary for you to submit a cashier's check, certified check or money order in the amount of \$\*, which is the balance due, within fifteen (15) days from receipt of this letter.

As soon as same is received, the Act of Sale will be forwarded to you for proper execution.

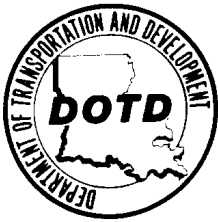
If further information is required, please contact \*, who is handling this matter, telephone number \*.

Yours very truly,

JEANIE BRODERS  
PROPERTY MANAGEMENT OFFICER

JB

cc: Mrs. Carol B. Hissong



**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
INTRADEPARTMENTAL CORRESPONDENCE**

\_\_\_\_ REFERRED FOR ACTION  
\_\_\_\_ ANSWER FOR MY SIGNATURE  
\_\_\_\_ FOR FILE  
\_\_\_\_ FOR YOUR INFORMATION  
\_\_\_\_ FOR SIGNATURE  
\_\_\_\_ RETURN TO ME  
\_\_\_\_ PLEASE SEE ME  
\_\_\_\_ PLEASE TELEPHONE ME  
\_\_\_\_ FOR APPROVAL  
\_\_\_\_ PLEASE ADVISE ME

BY \_\_\_\_\_ DATE \_\_\_\_\_  
BY \_\_\_\_\_ DATE \_\_\_\_\_  
BY \_\_\_\_\_ DATE \_\_\_\_\_

**MEMORANDUM**

(225) 237-12\* FAX NO. (225) 237-1390

TO: MR. SALVADOR F. FALDETTA  
DOTD FINANCIAL SERVICES ADMINISTRATOR

FROM: \*  
PROPERTY MANAGEMENT AGENT

DATE: December 1, 2000

SUBJECT: Sale of \*

Attached is \*, in the amount of \$\*, dated \*, drawn on \* and \* in the amount of \$\*, dated \*, drawn on \*, from \*, in favor of the Department, as payment for \* property.

Please credit the proper funds and initial the attached copy and return to this office as receipt for our files.

\*/\*

Attachments

cc: Mrs. Jeanie Broders

AN EQUAL OPPORTUNITY EMPLOYER  
A DRUG-FREE WORKPLACE

____ RECOMMENDED FOR APPROVAL	____ DATE
____ RECOMMENDED FOR APPROVAL	____ DATE
____ RECOMMENDED FOR APPROVAL	____ DATE
____ APPROVED	____ DATE

Miller

To be opened and read at \_\_\_\_\_

Extensions checked by

Checked against proposals b

Route No. 4 Length 1 Miles  
Type Demolition, Sale & Gravel (quarrying)

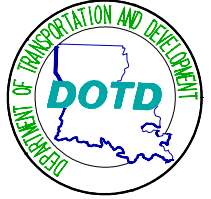
[illegible]

[illegible]





**STATE OF LOUISIANA**  
**Department of Transportation & Development**  
P.O. Box 94245  
Baton Rouge, Louisiana 70804-9245



M.J."MIKE" FOSTER  
GOVERNOR

November 30, 2000

KAM K. MOVASSAGHI, Ph.D, P.E.  
SECRETARY

\*

SUBJECT: \* (Action)  
(Part \*) (\*Date/\*Contract No.)

Dear Gentlemen:

Attached hereto are page(s) \* all revised \* (date) for the proposal on the captioned project for which bids will be received on Thursday, \* (date).

Please substitute these revised sheets for like sheets in the proposal previously furnished you and bid accordingly.

Sincerely,

\*

PROPERTY MANAGEMENT AGENT

\*/\*

Attachments

CC: \* (addendums)  
\* (your manager)  
\* (District Manager)  
\* (Property Management Officer)

DATE	VENDOR NO.	VOUCHER NO.	INVOICE NO.	DOCUMENT NO.
				496993

NOTICE TO VENDOR: Invoices must be rendered, as per instructions, direct to the FINANCIAL SERVICES SECTION, DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT, BATON ROUGE, LA. 70804

NAME AND ADDRESS OF VENDOR

DOTD 03-15-0504  
(Rev. 8/91)

STANDARD STATE INVOICE

F 507A

DELIVER TO DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

REFERENCE OR DOCUMENT NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
	<p>Payment for advertising Sale of  <u>2</u> (Part <u>3</u>) (date/ <u>4</u>  Contract No. <u>      </u>) on  (dates) <u>5</u> .</p> <p>STATE PROJECT NO. <u>7</u></p> <p>Parcel No. <u>8</u></p>			\$ 6
TOTAL				\$

FUND	APPN	DIST OR SECT.	PARISH NO.	IDENT CODE	SYS CODE	AUTH. CODE	CONTROL UNIT OR EQUIPMENT NO.	PROJECT NO.	FUNCTION (ACCOUNT)	OBJECT	DEBIT	CREDIT
01	97	23	99		6	016			039	226	\$	

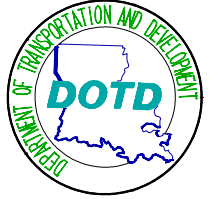
Date \_\_\_\_\_

Approved By \_\_\_\_\_

Title PROPERTY MANAGEMENT OFFICER



**STATE OF LOUISIANA**  
**Department of Transportation & Development**  
P.O. Box 94245  
Baton Rouge, Louisiana 70804-9245



M.J."MIKE" FOSTER  
GOVERNOR

November 30, 2000

KAM K. MOVASSAGHI, Ph.D, P.E.  
SECRETARY

**WITHDRAWAL**

\*

\*

SUBJECT: \* (Sale of Land etc.)  
(Part \*) (\*Date/\*Contract No.)  
Parcel No. \*

Dear Gentlemen:

Please be advised that the subject has been withdrawn from the (\*date), letting. All bids previously submitted will be returned.

\*This item will be rebid at a later date. (IF WILL BE RE-BID ADD)

We apologize for any inconvenience this may have caused.

Sincerely,

\*

PROPERTY MANAGEMENT AGENT

\*/\*

Attachments

CC: \* (your manager)  
\* (District Manager)  
\* Mrs. Jeanie Broders

DATE	CHECK			DOCUMENT NO.	REAL ESTATE VOUCHER REV. 11-96
	NO.	DATE	DATE MAILED		
6/21/01				00935	STATE PROJECT NO. 014-04-0033 OBERLIN - OAKDALE (SOUTH SECTION) ROUTE: LA-US 165 ALLEN PARISH  Parcel No. 2-05
NAME AND ADDRESS OF VENDOR					DHM
MICHAEL KRAVENNY 2-05 S.S. No. 3					

DESCRIPTION	AMOUNT
For payment to contractor under demolition contract (Part 4) (Contract 1) with a letting date of 6/21/01.	
ATTACHMENT: Memo from R/E DISTRICT MANAGER, DISTRICT 04 dated	\$
SECTION 36 FUND 03 APPR 2002	TOTALS \$

CONTROL UNIT OR REFERENCE NO	PROJ -ECT NO	FHWA APPRO CODE	FEDERAL PROJECT NO	IDENT CODE	SYS CODE	FUNCT AUTH	OBJECT	AREA	PARCEL NO	DEBIT	CREDIT
014	04	0033		90	02	136					

FOR ACCOUNTING USE ONLY:


APPROVED BY:

APPROVED BY: REAL ESTATE ADMINISTRATOR

ORIGINAL

FILE COPY

I CERTIFY THAT THIS VOUCHER HAS BEEN EXAMINED AND HAS BEEN FOUND TO BE CORRECT AND PROPERLY PAYABLE.

BY OR FOR COMPTROLLER